



METADATA CRITERIA

<https://www.pdfbundle.com>

1. REQUIRED FIELDS FOR METADATA

1.1. PDFBUNDLE will seek for these fields in the metadata file, **obligatorily in that order and with these names:**

- **FILENAME**
It represents the file's name (or full file pathname) on the disk (the folder will be suppressed from METADATA).
- **AUTHOR**
It represents the name of the document owner (person or company).
- **CREATOR**
It represents the company name responsible for digitalizing/process this document.
- **KEYWORDS**
The words utilized as indexes to this file archiving (free text format).
- **SUBJECT**
Description of this document (free text format).
- **TITLE**
The optional title of this document (free text format).

1.2. **These fields are mandatory.** These fields can be written in capital letters (or not). The metadata will be blank if any of these fields do not exist in the file.

2. ADDITIONAL FIELDS

2.1. Any additional field will be treated by PDFBUNDLE, **utilizing its TITLE as the field name.**

3. METADATA: FILE TYPES

3.1. EXCEL FILE (XLSX, XLS)

3.1.1. Preferable, fields must be in the TEXT format for faster processing.

3.1.2. You may also use referenced fields (ex. =A3) and formulas.

3.1.3. You may use DATE FIELD for dates.

3.1.4. All formulas and references must address the same sheet – not another sheet of the same workbook.

3.2. CSV files

3.2.1. Data must be separated by semicolons, not commas.